

NRC FORM 114
(5-90)
NRCM 4108

U.S. NUCLEAR REGULATORY COMMISSION

CAREER OPPORTUNITY ANNOUNCEMENT

DO NOT REMOVE POSTING

AN EQUAL OPPORTUNITY EMPLOYER. CANDIDATES WILL BE CONSIDERED WITHOUT DISCRIMINATION FOR ANY NONMERIT REASON SUCH AS RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, POLITICAL AFFILIATION, MARITAL STATUS, PHYSICAL OR MENTAL HANDICAPS, AGE, OR MEMBERSHIP IN AN EMPLOYEE ORGANIZATION.

POSITION TITLE Secretary (OA)		ANNOUNCEMENT NUMBER 0259001	DATES: OPENING 10/08/01	CLOSING (Close of business) 10/29/01	EXPIRATION (For "Open Until Filled" vacancies renewal posting on this date)	
SERIES 0318	GRADE GG-7	KNOWN PROMOTION POTENTIAL TO GG-7	AREA OF CONSIDERATION		TYPE OF POSITION	
ORGANIZATION LOCATION Region III Office of the Regional Administrator Division of Nuclear Materials Safety			NATIONWIDE		<input checked="" type="checkbox"/> BARGAINING UNIT	NONBARGAINING UNIT
			WASHINGTON, DC COMMUTING AREA		<input checked="" type="checkbox"/> FULL-TIME	PART-TIME
			REGION COMMUTING AREA		<input checked="" type="checkbox"/> PERMANENT APPOINTMENT	TEMPORARY APPOINTMENT
			<input checked="" type="checkbox"/> OTHER *		INCUMBENT IS SUBJECT TO RANDOM DRUG TESTING	NOT TO EXCEED
DUTY LOCATION Lisle, IL		TRAVEL REQUIREMENTS None	NAME OF IMMEDIATE SUPERVISOR Margaret Bucholz			

APPLICATION INSTRUCTIONS: COMPLETE AND SUBMIT THE FOLLOWING TO THE ADDRESS SPECIFIED AT THE BOTTOM OF THIS PAGE. (Use the Vacancy Announcement Number in all correspondence.)

1. AN UPDATED SF71 PERSONAL QUALIFICATIONS STATEMENT OR APPLICATION FOR GOVERNMENT EMPLOYMENT OR RESUME
2. AN NRC FORM 115, VACANCY APPLICATION STATUS NOTICE (NRC applicants only)
3. A COPY OF YOUR CURRENT PERFORMANCE APPRAISAL OR A SIGNED STATEMENT THAT IT IS NOT AVAILABLE.
4. NRC APPLICANTS(ONLY); FOUR COPIES OF APPLICATION MATERIALS REQUESTED.
5. THE NRC IS A ZERO-TOLERANCE AGENCY WITH RESPECT TO ILLEGAL DRUG USE.
6. OTHER (Equality): **ADDRESSING RATING FACTORS IS REQUIRED**

NOTICE: APPLICATIONS MAY BE REFERRED TO THE RATING ENTITY A MINIMUM OF SIXTEEN (16) CALENDAR DAYS AFTER OPENING DATE

NONBARGAINING UNIT POSITIONS ONLY. CANDIDATES WHOSE PRESENT PROMOTION POTENTIAL DOES NOT EXCEED THE POTENTIAL OF THIS VACANCY MAY NOT BE SUBJECT TO RATING PROCEDURES AND MAY BE REFERRED DIRECTLY TO THE SELECTING OFFICIAL.

DUTIES OF POSITION (If this position is announced at multiple grade levels, these duties describe the full performance level; at lower grade levels the duties may vary slightly and will be performed under somewhat closer supervision.)

*** AREA OF CONSIDERATION: Open to all sources; however, interview and relocation expenses are not authorized for this position.**

Incumbent performs clerical and secretarial duties. Types correspondence, memoranda, and reports in final form. Performs various clerical and administrative duties such as maintaining files, arranging appointments and conferences, placing and receiving phone calls for

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QUALIFICATIONS REQUIRED (If the position is announced at multiple grade levels, these qualifications describe the full performance level, unless otherwise specified. The position description, immediate supervisor, and/or NRC Manual chapter and Appendix 4108 can be consulted for more detailed qualification requirements and/or interpretation of qualifying experience.)

Candidates must have experience demonstrating a working knowledge of the mission, organization, and functions of an office as well as the priorities, commitments, and general operating philosophy, to screen and direct callers to the appropriate section or person, respond to inquiries of a routine or non-technical nature, record minutes of meetings and conferences. Familiarity with administrative policies and procedures to properly prepare and review correspondence, make travel arrangements,

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RATING FACTORS (Applicants are strongly encouraged to submit a statement addressing the Rating listed below.)

1. Demonstrated proficiency with microcomputer-based word processing systems (e.g., WordPerfect, Appointment Calendar, E-Mail, etc.).

(Example: Describe specific work experience and training that demonstrates your knowledge and ability to utilize the features of word processing software, e.g., WordPerfect Office, Microsoft Word, etc., and any other office automation tools. What specific software have you used

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FOR ADDITIONAL INFORMATION CONTACT J. Atkinson		Email: JMA		Mail Stop: R-III		TELEPHONE 630 829-9518	AREA CODE 630	NUMBER 829-9518
SEND APPLICATION MATERIALS TO:								
<input type="checkbox"/> Human Resources Director & Operations Office of Human Resources U.S. Nuclear Regulatory Commission Washington, D.C. 20555	<input type="checkbox"/> Region I Personnel Officer U.S. Nuclear Regulatory Commission 475 Allendale Road King of Prussia, PA 19406	<input type="checkbox"/> Region II Personnel Officer U.S. Nuclear Regulatory Commission 61 Forsyth Street, SW (23785) Atlanta, GA 30303	<input checked="" type="checkbox"/> Region III Personnel Officer U.S. Nuclear Regulatory Commission 801 Warrenville Road Lisle, IL 60532	<input type="checkbox"/> Region IV Personnel Officer U.S. Nuclear Regulatory Commission 611 Ryan Plaza Drive, Suite 400 Arlington, TX 76011				

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DUTIES OF POSITION - CONTINUED

professional personnel, referring calls to appropriate staff, distributing mail, and maintaining time and attendance records for the staff.

QUALIFICATIONS REQUIRED - CONTINUED

establish and maintain office files and perform other general administrative duties. Minimum typing skill is 40 w.p.m. with no more than 3 errors. At least one year of this experience must have been at the next lower grade level or equivalent.

RATING FACTORS - CONTINUED

and for what purposes?)

2. Knowledge of proper grammar, spelling, punctuation, and all applicable business correspondence procedures sufficient to prepare and review outgoing material for correctness, proper format, and completeness.

(Example: Describe specific work experience, education, and training that demonstrates your knowledge of proper grammar, spelling, and punctuation. Describe specific work experience that required you to apply your knowledge of correspondence procedures. What has been your role in assuring that outgoing documents are error-free and properly formatted? What type of documents have you routinely prepared?)

3. Demonstrated initiative and ability to provide administrative support and coordination in a variety of areas (time and attendance reporting, security, records management, travel scheduling, etc.).

(Example: Describe specific work experience that demonstrates your initiative and ability to apply policies and practices pertaining to office procedures, such as time and attendance and travel. Describe your experience maintaining supervisor's appointment calendar, arranging meetings and conferences, and establishing and maintaining office files. Describe specific instances where you have initiated and developed new office procedures to improve the efficiency of your organization.)

4. Demonstrated ability to work efficiently in handling multiple assignments with competing priorities, often under considerable pressure to meet deadlines.

(Example: Describe specific situations that required you to work under

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RATING FACTORS - CONTINUED

stressful or adverse conditions (field assignments, competing priorities, tight schedules, deadlines, etc.).)

5. Demonstrated ability to effectively communicate orally and in writing, ability to deal tactfully, efficiently, and professionally with all levels of personnel.

(Example: Describe the various levels of individuals you have interacted with and for what purposes. Describe presentations or formal training you have delivered; to whom, the complexity, and what topics. Describe the types of written correspondence you have produced. Provide examples of specific assignments which have required you to work within a team environment. What was your role?)

A SEPARATE NARRATIVE STATEMENT ADDRESSING THE RATING FACTORS LISTED ABOVE IS REQUIRED.

NOTE: Breadth, recency, and length of experience in the field; awards and commendations; past and current performance; and community or outside professional activities will be considered as they relate to each of the above factors to determine the level of knowledge, skill, or ability of candidates.

SALARY RANGE: \$30,719 - \$39,933

CONDITIONS OF EMPLOYMENT:

Under Executive Order 11935, only United States citizens and nationals (residents of American Samoa and Swains Island) may compete for civil service jobs. Agencies are permitted to hire noncitizens only in very limited circumstances where there are no qualified citizens available for the position.

A background security investigation will be required for all new hires. Appointment will be subject to the applicant's successful completion of a background security investigation and favorable adjudication. Failure to successfully meet these requirements will be grounds for termination.

Appointment is subject to a two-year trial period (one year for veterans).

Selection will be made without regard to race, color, religion, sex, national origin, political affiliation, marital status, non-disqualifying physical or mental handicap, age, membership or non-membership in an employee organization, personal favoritism, or other non-merit factors.

Reasonable accommodations will be made for qualified applicants or

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RATING FACTORS - CONTINUED

employees with disabilities, except when doing so would pose an undue hardship on the employing office.

Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service may apply.

VETERANS PREFERENCE: If claiming 5-Point Veterans Preference, you must attach a copy of your DD-214, Certificate of Release or Discharge from Active Duty, or other proof of eligibility. If claiming 10-Point Veterans Preference, you must attach a Standard Form (SF) 15, Application for 10-Point Veterans Preference, plus the proof required by that form.

REINSTATEMENT/TRANSFER ELIGIBLES: Current or former Federal employees with status (tenure Group 1 or 2) will be considered through merit promotion procedures under this announcement and must submit a copy of the SF-50, Notification of Personnel Action, to verify their competitive status/reinstatement eligibility. Please note: NRC EMPLOYEES DO NOT HAVE TO SUBMIT AN SF-50. Status applicants, both NRC employees and others, who wish to be considered under both merit promotion and external appointment procedures, must submit two complete application packages. If only one application package is received, it will be considered under the merit promotion announcement only.

EXECUTIVE AGENCIES ARE PROHIBITED FROM ACCEPTING OR CONSIDERING APPLICANTS FOR COMPETITIVE APPOINTMENTS OR POSITIONS BASED ON POLITICAL RECOMMENDATIONS FROM MEMBERS OF CONGRESS, CONGRESSIONAL EMPLOYEES, ELECTED STATE OR LOCAL GOVERNMENT OFFICIALS, AND POLITICAL PARTY OFFICIALS. SUCH OFFICIALS MAY ONLY SUPPLY STATEMENTS REGARDING THE CHARACTER AND RESIDENCE OF THE APPLICANT.